

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 12

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); The Maximum Period for Which a Temporary Change of Station May Be Offered.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to allow FAA to offer a temporary change of station lasting up to 48 months to employees. This amendment is intended to provide fair and equitable treatment to employees by allowing for the option to use a temporary change of station for an assignment lasting between 36 and 48 months.
2. **When are these revisions effective?** The revisions are effective July 31, 2001.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. Federal Aviation Administration Travel Policy (FAATP) Part 302-4 provides for payment of relocation expenses related to a temporary change of station (TCS). FAA developed this option because travel payments for any assignment expected to last longer than one year are considered taxable from the date the assignment is expected to last longer than one year. The TCS provides the agency an option for reimbursing the employee for income taxes using the relocation income tax (RIT) allowance.
 - b. When an employee accepts a TCS, the FAATP provides for payment of certain expenses at the time of assignment, including: transportation and subsistence expense for the employee and immediate family en route to the temporary official station; transportation and temporary storage of household goods; a miscellaneous expenses allowance; transportation of a mobile home instead of transportation of household goods; the expenses of breaking a lease not to exceed 3 months rent; and a RIT allowance. FAATP Part 302-4 also allows FAA to pay for temporary quarters and in certain instances, transportation of a privately owned automobile when the employee commences his/her assignment. FAATP Part 302-4 provides for payment of property management services and nontemporary storage during the length of the assignment. Finally, FAATP Part 302-4 provides for return to the previous official station upon completion of the assignment: transportation and subsistence expenses for the employee and immediate family en route to the previous official station; transportation and temporary storage of household goods; transportation of a mobile home instead of transportation of household goods; a miscellaneous expenses allowance; and a relocation

income tax allowance. FAATP Part 302-4 also allows FAA to pay for temporary quarters and in certain instances, transportation of a privately owned automobile upon completion of the assignment.

- c. FAATP § 302-4.7 currently limits the length of a TCS assignment to 36 months. The Office of Policy, Planning, and International Aviation (API) requested that we increase the maximum timeframe for assignments to 48 months. This change would enable API to treat the assignment of employees to their Caribbean International Area Office in Miami, Florida, in a similar manner to employees assigned to their Overseas International Area Offices. Consequently, the FAATP is being changed to allow offices the option of TCS assignments lasting up to 48 months.
- d. This amendment also makes a minor editorial change to correct the spelling of the word “subsistence”.

5. **What are the revisions in this document?** This document amends the FAATP as follows:

- a. Section 302-4.7 is revised by removing the phrase “36 months”, and by adding in its place, the phrase “48 months”.
- b. Section 302-4.9 is revised by removing the phrase “36 months”, wherever it appears, and by adding in its place, the phrase “48 months”; and by removing the phrase “thirty-sixth month”, and by adding in its place, the phrase “forty-eighth month”.
- c. Section 302-4.10 is revised by removing the word “subsistence”, and by adding in its place, the word “subsistence”.
- d. Section 302-42.302 is revised by removing the phrase “36 months”, and by adding in its place, the phrase “48 months”.
- e. Section 302-51.301 is revised by removing the phrase “36 months”, and by adding in its place, the phrase “48 months”.

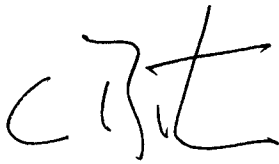
6. **Why did we make the revisions in this document?** As follows:

- a. Section 302-4.7 is amended to allow TCS assignments of up to 48 months.
- b. Section 302-4.9 is amended to reflect that the maximum timeframe for a TCS is 48 months.
- c. Section 302-4.10 is amended to make an editorial correction.
- d. Section 302-42.302 is amended to allow the use of nontemporary storage related to a TCS assignments which last up to 48 months.

- e. Section 302-51.301 is amended to allow the use of property management services related to a TCS assignments which last up to 48 months.

7. What pages must I change in my looseleaf FAATP?

You must remove:	And replace with:
Pages 4-1 through 4-4 of Part 302-4;	Pages 4-1 through 4-4 of Part 302-4.
Pages 42-7 of Part 302-42;	Pages 42-7 of Part 302-42.
Pages 51-7 of Part 302-51;	Pages 51-7 of Part 302-51.



CHRIS BERTRAM
Assistant Administrator for
Financial Services/
Chief Financial Officer